STANDARD OPERATING PROCEDURE			
Lab Policies and Procedures			
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1. Policy

1.1. All FCCSF users are expected to be aware of and follow policies regarding laboratory rules, billing procedures and scheduling/cancellation policies. These policies have been approved by the FCCSF Advisory Board. Failure to adhere to policies will result in the actions described within each policy as applicable.

1.1.1. Laboratory Rules

1.1.1.1. All users must reserve time on iLab prior to using all the equipment in the FCCSF, except for the Vi-Cell XR Cell Analyzer. Because the Vi-Cell takes very little time to use, it is available on an as-needed basis for all trained users.

1.1.1.2. All users must be trained prior to being able to reserve time on any equipment, and prior to using the Vi-Cell XR Cell Analyzer (which does not require reservation). Therefore, equipment cannot be used until users are trained. For more information on training requirements, please refer to the Training and Education SOP.

1.1.1.3. Users must clean the equipment after use. For more information on cleaning requirements, please refer to the Maintenance SOP. Users who repeatedly fail to clean equipment will lose the ability to reserve time on this equipment.

1.1.1.4. Users may only go over their scheduled time if there are no other users scheduled on the equipment immediately after the end of the scheduled time. Users are responsible for checking the iLab reservation schedule to confirm that they may extend their scheduled time. Otherwise, users are expected to have the instrument cleaned and ready to go for the next user at the beginning of the next user's scheduled time. Users who repeatedly infringe on other users' scheduled time will lose the ability to reserve time on this instrument.

1.1.1.5. Users who use FCCSF instruments to conduct Biosafety Level 2 (BSL2) experiments must adhere to all of the following policies:

1.1.1.5.1. The FCCSF (MREB 3226) must be added as a location on the user lab's approved Institutional Biosafety Committee (IBC) permit.

1.1.1.5.2. The user must provide the FCCSF Manager with a copy of the approved Institutional Biosafety Committee (IBC) permit, including all agent-specific information, for the compliance and training documentation of the FCCSF.

1.1.1.5.3. Each time a user schedules an instrument for use in a BSL2 experiment, the user must indicate within the scheduling form that a BSL2 experiment will be carried out.

1.1.2. Billing Procedures

1.1.2.1. Billed time for instruments begins at the start of the reserved time. Billed time for instruments ends when the user logs off from the instrument using the Kiosk system.

1.1.2.1.1. This means that if a user reserves 1-2 PM, billed time will begin at 1 PM, even if the user begins the run later than 1 PM. If the same user logs off the instrument kiosk at 1:50 PM, billed time will be 1:00 PM to 1:50 PM.

1.1.2.1.2. If a user goes over the reserved time, which is only allowed if no one is scheduled immediately after the reserved time, billed time will begin at the beginning of the scheduled time until the time that the user logs off from the instrument kiosk, even if it extends beyond the reserved time.

1.1.2.2. Because the BDFACS Aria III requires setup by the FCCSF Manager prior to use, all reserved time on the BDFACS Aria III will include a setup charge of 1.5 hours at the reserved usage rate.

1.1.3. Scheduling Policies

1.1.3.1. All scheduling is done through the FCCSF iLab page. All equipment except the Vi-Cell XR Cell Analyzer must have time scheduled using the iLab page prior to use.

1.1.3.2. Users of the BD Fortessa X-20, Cytek Aurora 5L, and BDFACS Aria III must reserve at least 30 minutes on these instruments, to ensure enough time to run samples and clean the instrument when finished.

1.1.3.2.1. Individuals wishing to reserve more than 5 contiguous hours of time during normal working hours on the BD Fortessa X-20, Cytek Aurora 5L, and BDFACS Aria III must submit a request in writing to the FCCSF explaining the need for >5 hours of contiguous time.

1.1.3.2.2. Users running BSL2 samples must book additional time to allow for lengthier cleaning following use. Please consult the FCCSF Manager for more information on additional time needed.

1.1.3.3. Users of the Curiox HT2000 Laminar Flow Cell Washer must reserve a block of four hours to use this instrument (morning block: 9 AM – 1 PM, afternoon block: 1 PM – 5PM).

1.1.4. Cancellation Policies

1.1.4.1. Reservations may be cancelled >24 hours ahead without charge.

1.1.4.2. Reservations cancelled 12 to 24 hours prior to scheduled time will be charged 50% of the total reservation time.

1.1.4.3. Reservations cancelled less than 12 hours prior to scheduled time will be charged 100% of the total reservation time.

1.1.4.4. No shows will be charged 100% of the total reservation time.

2. Purpose

2.1. The FCCSF has established these policies (regarding laboratory rules, billing procedures, and scheduling/cancellation policies) to ensure that all users can expect consistency in instrument use. By following these policies, a user can expect:

- Instruments will be clean and ready to use at the beginning of scheduled time.
- Users will have sufficient time to carry out their experiments as needed.
- Users will be aware of what BSL2 agents are in use within the FCCSF and that all BSL2 users have an approved IBC permit that includes the FCCSF as a location.

3. Responsibilities

3.1. Users are expected to follow all policies. Failure to adhere to policies will result in the actions described within each policy as applicable. Repeated infractions may result in the user losing the ability to schedule time on the instrument.

3.2. The FCCSF Manager and FCCSF Director will ensure that all users are aware of and familiar with these policies (during instrument training, communication with users, and through posting of these policies on the FCCSF iLab portal in the "About Our Core" section). The FCCSF Manager and FCCSF Director will enforce these policies.

4. Procedure

4.1. New users will be provided with the lab policies described in Section 1 above during training.

4.2. Current users will be referred to the FCCSF iLab portal "About Our Core" section, which lists the lab policies as in Section 1 above.

4.3. The FCCSF Manager and Director will communicate about policies with users and enforce them as necessary.

5. Date established and subsequent reviews

Revision	Review or Revision Date	Description of Changes	Reviewed By
1.0	4/19/2022	Initial Release	LCW & RM
1.1	11/1/2024	Change name of facility	EVS & RM